

PROCESS PACKET



Business Capitol District (BCD)
Process Packet check list

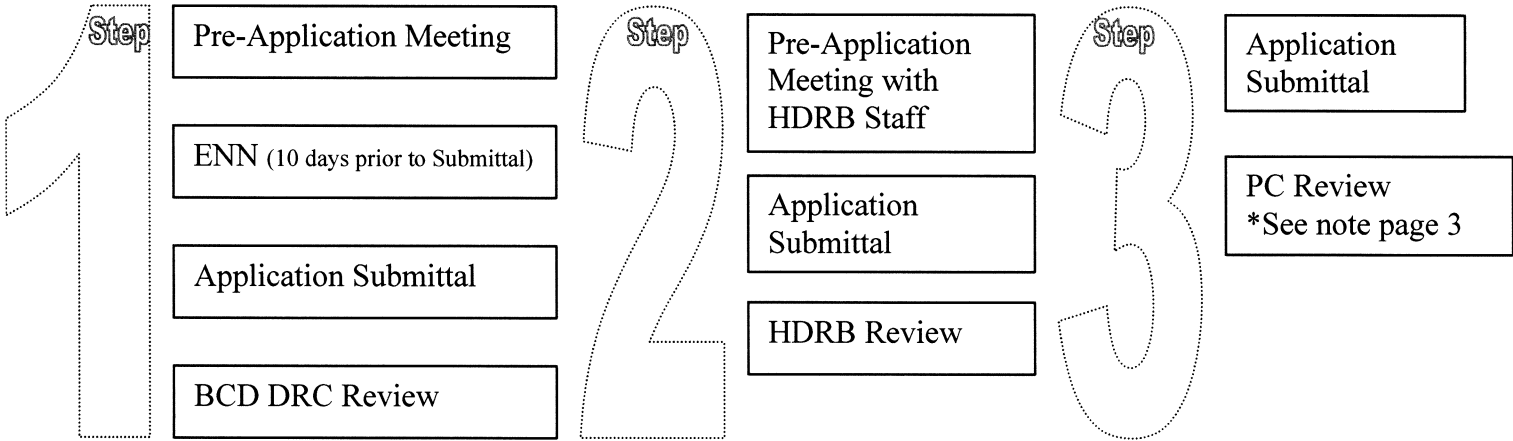
The Business Capitol District is comprised of several Townscape Subdistricts and Redevelopment Districts with a Historic District Overlay. The following table identifies all Townscapes and Redevelopment Districts, which make up the BCD area and review Process (Also reference Exhibit A & B).

Sub-Districts	BCD DRC Review for Major & some Minor Projects	HDRB	Planning * Commission
Alameda Street Sub-district (BCDALA)	Yes	Yes	Yes
Barrio de Analco Sub-district (BCDBAR)	No	Yes	Yes
Cerrillos Road Sub-district	Yes	Yes	Yes
Don Gaspar Sub-district (BCDDON)	No	Yes	Yes
East Marcy/East Palace Sub-district (BCDEAS)	No	Yes	Yes
Loretto Sub-district (BCDLOR)	No	Yes	Yes
Marcy Sub-district (BCDMAR)	No	Yes	Yes
McKenzie Street Sub-district (BCDMCK)	No	Yes	Yes
Old Santa Fe Trail Sub-district (BCDOLD)	No	Yes	Yes
Plaza/San Francisco Sub-district (BCDPLA)	No	Yes	Yes
Rosario Boulevard/NW Paseo de Peralta Sub-district (BCDROS)	No	Yes	Yes
Sandoval/Montezuma Sub-district (BCDSAN)	No	Yes	Yes
State Capitol Sub-district (BCDSTA)	No	Yes	Yes
Westside Sub-district (BCDWES)	Yes	Yes	Yes
Redevelopment Sub-districts (BCDRED)	Yes	Some	Yes

* (a) Has a gross floor area of 30,000 square feet or more and is located within any zoning district of the City; or (b) Has a gross floor area of 10,000 square feet in a residential district or in the C-1 or C-2, C-4 BCD, HZ, I-1, I-2, BIP, PRRC, RS, or SC district and is within 200 feet excluding public rights-of-way of R-1 through R-6, R-7, R-7-I, R-8, R-9, RC-5, RC-8, RM, RAC, AC, PRC, PRRC and MH districts.

OVERVIEW

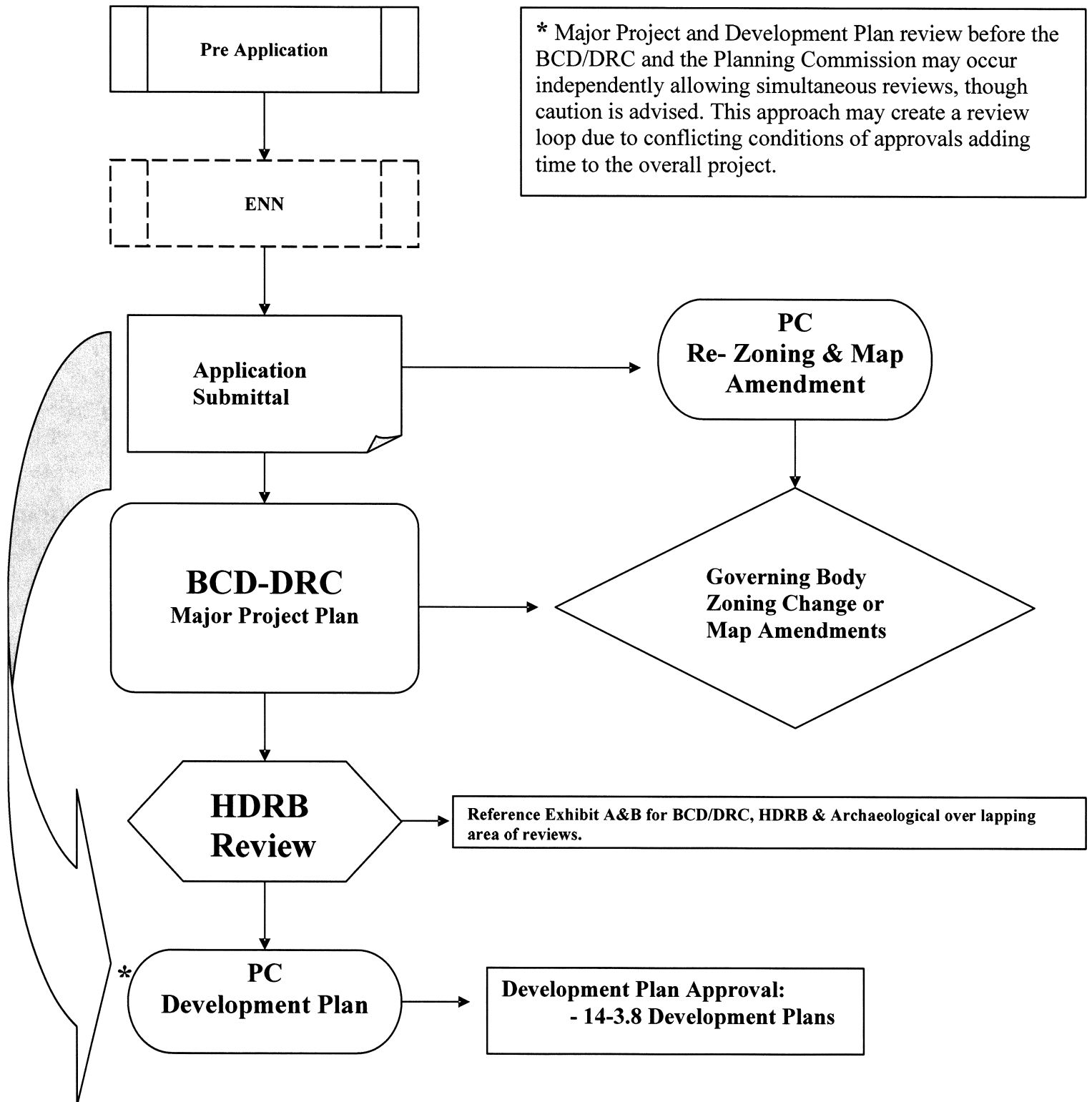
The following is provided to assist in the application process for application(s) subject to Business Capitol District Development Review Committee (BCD DRC), Historic Board (HDRB) and Planning Commission (PC).



Re-zonings and map amendments require Governing Body (GB) Approval
(Map amendments required DXF files for GIS input)

For Major Projects SFCC requires BCD DRC review come prior HDRB review. It is acknowledged that each reviewing body listed above acts independently of one another and simultaneous submittals to the BCD DRC and PC may occur. Approvals are required from all three bodies. Process flow should be discussed at the pre-application meeting in order to eliminate possible conflicting conditions of approval and or complicating the process, which could add unnecessary process time.

Flow Chart



Business Capitol District (BCD)
Process Packet check list

In an effort to assist with your application to the BCD/DRC this packet has been prepared for your reference.

Enclosures:

- Application Instruction Packet
- General Application Form
- Notification & Posting Requirements
- Certificate of Mailing & Posting Affidavit
- Notice of Public Hearing Template
- Notification List/Mailing Log
- BCD DRC, HDRB & PC Schedule (subject to change please confirms schedule with staff)

Upon review of the submitted application, staff will contact the applicant/agent to discuss procedural requirements.

Step 1

PRE-APPLICATION CONFERENCE

Applicants pursuing consideration by the BCD DRC shall schedule an appointment with all appropriate Staff personal (i.e. **Development Review, Community Service, Historic & Archaeological**) to discuss process, scheduling, and minimal submittals for proposed project. Additional material may be required at the pre-application conference due to the complexity of the project or during review because of ambiguity of original submittals or complexity. Additional material requested during review must be submitted within a timely manner providing staff sufficient review and process of requested materials. Failure to submit within a timely manner may result in postponement of your project to the next regularly scheduled meeting. Material not reviewed by staff may not be presented at the public hearing without authorization from the BCD/DRC Chair.

Pre-application documentation required:

1. A preliminary (rudimentary) site plan of the proposal;
 - Include preliminary renderings/plans for Historic Architectural Style discussion.
2. BCD/DRC submittal packet (for discussion of minimum submittals)
3. **LOT OF RECORD** - A lot that either was created prior to the date of any applicable provision of law which required it to be approved as part of a subdivision, or which has

Business Capitol District (BCD)
Process Packet check list

been created as part of a subdivision created in accordance with all applicable laws or ordinances.

4. Proof of legal lot of record may be provided by a duly recorded plat, or by a written instrument that adequately describes the lot and is recorded with the county clerk.

EARLY NEIGHBORHOOD NOTIFICATION (ENN)

Applicants pursuing consideration by the BCD/DRC are required to hold an Early Neighborhood Notification (ENN) meeting. This is a prerequisite to filing formal applications. Please coordinate this meeting with the ENN/Neighborhood Planner.

BCD/DRC SUBMITTAL

The submittal application comprises four (4) elements:

1. Completed general application form,
2. Transmittal letter of request,
3. Major project reports addressing the project and its compliance to the Townscape/Re-development Sub-Districts and Historic Architectural Style design standards.
 - a. Community Impact Elements
 - b. Additional reports i.e. traffic impact analysis if required
 - c. Integration to down town vision plan
4. Plans drawings delineating the project and its compliance to the Townscape/Re-development Sub-Districts and Historic Architectural Style design standards.

(Archaeological clearance may be required subject to 14-3.13 prior to any grading or construction)

Plan drawings shall be drawn to scale (no blue lines). Scaled drawings shall be no smaller than 1/8"=1'. Colored rendering shall also be submitted and accompany the elevations for the project (no art renderings). Submittals shall also include the plans in a digital format (PDF preferable).

Major Project Development Plan maps shall be format in the following manner and address all required redevelopment/townscape design parameters and development standards including but not limited to H-District Overlay requirements of Chapter 14:

DESIGN ELEMENTS

(Design Elements shall comply with all applicable Historic Overlay general purpose and design standards and all applicable zoning and development design and standards of chapter 14)

Sheet(s) 1-Cover

1. Location/vicinity map
2. City Signature blocks

Sheet(s) 2-Existing Conditions

- a. map to scale showing the locations of existing conditions and structures;
- b. lot coverage (everything under roof including portals)
- c. lot area;
- d. Floor area ratio and land use intensity credit requests (if any)

Business Capitol District (BCD)
Process Packet check list

Sheet(s) 3-Site Plan

- a. Proposed structures;
- b. the placement and arrangement of buildings and the uses to be included
- c. Setbacks from property lines and distance between buildings,
- d. outdoor uses,
- e. lot coverage (everything under roof including portals)
- f. gross floor area of structures (including break down of heated and unheated)
- g. recorded and proposed elements;
- h. Phasing if proposed, along with any other information requested by the Planning and Land Use Department;
- i. Provision of activities which make use of the project at different times of the day and night and during different seasons.
- j. Transition to adjacent properties
- k. Solid waste Plan
- l. Shopping cart parking if applicable

Sheet(s) 4-Parking, Vehicular and pedestrian Circulation

- a. internal vehicular circulation
- b. Integration of vehicular circulation with the area-wide street system
- c. Pedestrian and bicycle circulation including parking and linkages to major activity centers;
- d. vehicular and pedestrian ingress and egress from adjoining streets;
- e. Avoidance of conflicts between pedestrian and vehicular circulation.
- f. Provision and location of parking and loading facilities and the relationship of parking facilities with major activity centers within the project,
 - i. Accessibility of on-site parking to major streets
- g. Pedestrian linkages to off-site parking

Sheet(s) 5-Massing & Building Styles

- a. Elevations
- b. Building Height and scale (from grade)
- c. Elevations (north, south, east & west)
- d. Topography
- e. Color renderings (no artist renderings)
- f. Textures and colors
- g. 3D massing if required by the Planning and Land Use Director
- h. preservation of scenic vistas

Sheet(s) 6-Landscape/openspace

- a. Any significant natural features, including drainage and vegetation; location and type of landscaping;
- b. Type of visual screening such as walls, fences and landscaping. If it is proposed to develop the plan in phases,
- c. Open Space (dimensioned with area/square footage)
- d. Plant material and Landscape design

Business Capitol District (BCD)
Process Packet check list

Sheet(s) 7- Lighting

- a. proposed lighting (shall comply with the night sky ordinance)
 - i. Building lighting;
 - ii. premises lighting and relation to all property within two hundred (200) feet of the lot or tract;

Sheet(s) 8- Sign Plan

Sheet(s) 9- Grading and drainage plan including flood information if applicable